

Mandatory/Required Training Reference Guide - November 2006

Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
All Employees					
Annually mandated training	Class/video/web-based	Within First Year	As required	Annual/as required	
Government Ethics	Class/video/web-based	Within First Year	As required	Annual/as required	
IT Security Training	Class/video/web-based	Within First Year	As required	Annual/as required	
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
Applicable Organization Unit Plan	OJT	Immediate	30 minutes	As Revised	
Applicable LMS Center Procedures	OJT	Immediate	1 hour	As Revised	
Applicable LMS Organizational Procedures	OJT	Immediate	1 hour	As Revised	
Applicable Organizational Task Descriptions	OJT	Immediate	1 hour	As Revised	
WebTADS Entry	OJT	Immediate	30 minutes	As Upgraded	
Facility Safety Overview	OJT	Immediate	1 hour	As Required	
NASA Strategic Plan	Self Study/Review with Supervisor	First Month	2 hours	As Revised	
LaRC Strategic Plan	Self Study/Review with Supervisor	First Month	2 hours	As Revised	
LaRC Implementation Plan	OJT	Within 3 months	2 hours	N/A	
Meeting Maker Calendar Software	OJT	Within First Week	30 minutes	As Upgraded	
Eudora Pro Training	OJT	Within First Week	30 minutes	As Upgraded	
NPG 7120.5 Overview	OJT/Self Study	Within 2 weeks	8 hours	N/A	
Microsoft Office Suite	OJT/CBT/classroom	Within 1 month	8-24 hours	As Upgraded	
Telephone System	OJT	Within First Week	30 minutes	N/A	
Overview of Program Plans (for program offices)	OJT	Immediate	1 hour	N/A	
NAR/IAR Familiarization	OJT	Within First Year	3 months	N/A	
Independent Assessment Familiarization	OJT	Within First Year	3 months	N/A	
Netscape Access	Ojt	Immediate	30 minutes	N/A	
Records Management	OJT	Immediate	30 minutes	N/A	
Center Emergency Plan	OJT	Immediate	30 minutes	N/A	
Employee Assistance Program	OJT	Immediate	30 minutes	N/A	

Environmental Coordinator					
Environmental Coordinator Training	Classroom (OSEM)	At earliest opportunity	1-4 hours	Annually	
Waste Management Course	Classroom (OSEM)	At earliest opportunity	1 hour	Annually	
Facility Safety Head					
Safety Training per LAPG 1740.3	Class/Video	Immediate	2 hours	annual	
Facility Safety Head/Coordinator Guide (LAPG 1740.3)	OJT	When recommended by FSH/Supervisor	1 hour	As Upgraded	

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Facility Safety Requirements (1740.2)	OJT	When recommended by FSH/Supervisor	1 hour	As Upgraded	
Facility Environmental Coordinator Responsibilities	OJT	Immediate	1 hour	N/A	
Annual Training Sessions	OJT	Immediate	2 hours	annually	

Safety Training					
Laser Eye Safety Training	Class	Immediate	4 hours	N/A	
Non-Ionizing radiation	Class	6 months	8 hours	N/A	
Ionizing Radiation	Class	6 months	8 hours	N/A	
Hazardous Materials Trng (LAPG 1740.6)	Class	6 months	8 hours	Annual	
Cryogen Safety	Class	6 months	8 hours	N/A	
Safety Operator Training (LAPG 1740.6)	Classroom/OJT	When recommended by FSH/Supervisor	Per Standards	N/A	
Certified Operator Trng (LAPG 1740.7)	Classroom/OJT	When recommended by FSH/Supervisor	Per Standards	Per LAPG Standards	
Basic Principles of Radiation Safety & Emergency Procedures per LAPG 1740.6	Classroom	When recommended by FSH/Supervisor	Per Standards	Annual	
Hardware Handler Trng & Safety Cert. LAPG 1740.6	Classroom	When recommended by FSH/Supervisor	Per Standards	Annual	
Basic Principles of Nonionizing Radition Safety & Procedures per LAPG 1740.6	Classroom	When recommended by Supervisor	Per Standards	Annual	
Personnel Safety Certification (LAPG 1740.6)	Classroom/OJT	When recommended by FSH/Supervisor	Per Standards	1-4 years	
Safety Clearance Procedures (LAPG 1710.10)	OJT/Review with supervisor	Immediate	2 hours	N/A	
Building fire & evacuation plan	OJT/Review with Facility Safety Hd	Immediate	1 hour	N/A	
Material Safety Data Sheets	Presentation/Video	Immediate	1 hour	1 year	

Facility Coordinator					
Facility Coordinator Training	Class	Immediate	1-4 hours	N/A	
Facility Safety Head/Coordinator Guide (LAPG 1740.3)	OJT	When recommended by Supervisor	1 hour	As Upgraded	
Facility Safety Requirements (1740.2)	OJT	When recommended by Supervisor	1 hour	As Upgraded	

Facility Environmental Coordinator					
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Environmental Coordinator Training (LAPG 8800.1)	OJT	When Recommended by Supervisor	1 hour	As Upgraded	
Waste Management course	Class	Immediate	1 hour	N/A	

Property Custodian					
NASA Equipment Management (NPG 4200.2B) Trng	Classroom	Immediate	2 hours	As Upgraded	

Acquisition Training					
COTR Training	Class	Before appointment as COTR	5 days	N/A	
LMS-CP-4523, Contractor Performance Monitoring	OJT	Immediate	1 hour	N/A	
Credit Card Training	Class	Immediate	2 hours	N/A	
Mission & Instrument Solicitation Process	OJT	As needed prior to initiating solicitation or evaluation activity in a program	2 hours	Prior to initiating an activity in a new program	
HQ, Office Work Instruction (HOWI) 8310-SO19	OJT	As needed prior to initiating solicitation or evaluation activity in a program	2 hours	Prior to initiating an activity in a new program	
Announcement of Opportunity for Science Missions					
HQ, Office Work Instruction (HOWI) 8310-SO07	OJT	As needed prior to initiating solicitation or evaluation activity in a program	2 hours	Prior to initiating an activity in a new program	
Program/Project Assessment					
SOW Applicable Contract	OJT/Review with Supervisor	Immediate	16 hours	N/A	
Bankcard Reconciliation System (approvers)	OJT	Within 1 month	30 minutes	N/A	
EPRS (Purchase Request Approvers)	OJT	Within 1 month	30 minutes	N/A	
Federal Contracting, The System/Process	Classroom	Within 1 year	2 days	N/A	
Writing SOWs and Source Selection	Classroom	Within 1 year	2 days	N/A	
Operating Practices in Contract Administration	Classroom	Within 1 year	2 days	N/A	
Performance Based Contracting	Classroom	Within 1 year	4 days	N/A	
Grant Management	OJT	Within 3 months	6 months	N/A	
Basics of Contracting	Classroom/OJT	Within 6 months	2 weeks/6 months	N/A	

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Software Release Authority					
Software Release Authority	Class	Immediate	4 hours	N/A	
Information Projection Advisor					
Information Projection Advisor Training	Class	Immediate	2 hours	N/A	
Document Availability Authorization	OJT	Immediate	30 mintues	N/A	
Granting Foreign Nationals & Foreign Rep Computer Accounts					
Information Technology Security Representative					
Conducting a Risk Assessment & Preparing the IT Security Plan	OJT	Immediate	30 minutes	N/A	
Supervisors/Managers					
Management & Supervisor Training (MAST)	Classroom	Within First Year	40 hours	N/A	
Human Resources Mgmt Overview	Classroom	Within First Year	20 hours	N/A	
Resources & Financial Mgmt Overview	Classroom	Within First Year	7 hours	N/A	
Acquisition Overview for Supervisors	Classroom	Within First Year	3 hours	N/A	
Interpersonal Skills (Ninth House NetCD's)	Classroom	Within First Year	16 hours	Annually	
IT Security Training (Mgr Version)	Web-Based Training (WBT)	Within First Year	1 hour	Annually	
CFO Organizational and Processes Overview	Classroom	Within First Year	8 hours	N/A	
Program/Project Management Process (NPG 7120.5)	Classroom	Within First Year	8 hours	N/A	
Risk Management in the New Environment	Classroom	Within First Year	4 hours	N/A	
Conflict Resolution for Managers	Classroom	Within First Year	8 hours	N/A	
Time & Attendance Approval	OJT	Within First Week	1 hour	N/A	
Electronic PR System (EPRS)	OJT	Within First Month	1 hour	N/A	
Credit Card Approver Training	Classroom	Immediate	2 hours	N/A	
Safety Overview	Classroom	First year	1 hour	N/A	
Safety Training	Classroom	Annually	1 hour	N/A	
Performance Appraisal Workshop	Classroom	Immediate	8 hours	N/A	
Positive Technology Transfer Process	Video/Classroom	First year	3 hours	N/A	
Identification & Recording of Required Trng	OJT	First Month	1 hour	NA	
Use of CAP Tracs (LMS-CP-2303)	OJT	Within 1 month	30 minutes	N/A	
Individual Development Plans	OJT	Immediate	30 minutes	N/A	
Requesting Access to IT Resources (for employees)	OJT	Immediate	30 minutes	N/A	

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Quarterly Management Review & Annual Performance Review (OUM's & Deputy OUM's	OJT	Immediate	1 hour	N/A	
Agency Human Resource & Personnel Policies: NPD & NPG 3000 series	OJT	Immediate	2 hours	N/A	
Performance Planning and Appraisal Process	OJT	Immediate	30 minutes	N/A	
Identification & Recording of Required/Mandatory Training: LMS-CP-4309	OJT	Immediate	30 minutes	N/A	
Individual Development Plan: LMS-CP-4312	OJT	Immediate	30 minutes	N/A	
Training Needs Assessment/Off-site/On-Site Training: LMS-CP-4316	OJT	Immediate	30 minutes	N/A	
Role of Supervisor in Management: LAPG 3250.1	OJT	Immediate	30 minutes	N/A	
Probationary Period for Supervisors: LAPD 3315.1	OJT	Immediate	30 minutes	N/A	

Program/Project Manager					
Project/Project Management	Classroom	First 6 months	40 hours	N/A	
NASA Advanced Project Management	Classroom	First 6 months	80 hours	N/A	
Overview of NPG 7120.5A	Classroom	Within First Month	8 hours	N/A	
Positive Technology Transfer	OJT	Immediate	1 hour	N/A	
PPMI Task Management	Classroom	Within 3years	1 week	N/A	

Secretary/Clerical					
OfficeCorrespondence Procedures (1450.10)	Class/OJT	Immediate	8 hours	N/A	
TADS Training	Class	Immediate	2 hours	N/A	
T&A Regulations (LAPD 3630.3)	OJT	Immediate	2 hours	N/A	
EPRS	Class	Immediate	4 hours	N/A	
Copy Machine	OJT	Immediate	1 hour	N/A	
Correspondence Log Overview	OJT	Immediate	30 minutes	As upgraded	
Overview of Rec'd Retention (NPG 141.1C)	OJT	Within 1 month	30 minutes	As revised	
Travel Manager	Classroom/OJT	Immediate	4 hours	As upgraded	
Travel Procedures	OJT	Immediate	1 hour	As revised	
IMPACT Credit Card	Classroom	Immediate	2 hours	N/A	
CFO Organizational and Processes Overview	Classroom	Within First Year	8 hours	N/A	
Furniture Management	OJT	Within 2 months	1 week	N/A	
Preparation and Input of weekly Key Activities	OJT	Immediate	30 minutes	N/A	
Simplified Acquisitions Procedures	OJT	Immediate	32 hours	N/A	

Legal Secretaries					
Lexis/WESTLAW	Classroom	Upon Hiring	1-3 days	As needed	
Cyberfeds	Classroom	Upon Hiring	1-3 days	N/A	

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Administrative Assistant					
Resources & Financial Management Overview	classroom	First Year	8 hours	N/A	
Human Resources Management Overview	classroom	First Year	20 hours	N/A	

Organization Unit Training Coordinators					
Training Needs Assessment, On-site & Off-site Training Process; LMS-CP-4316	OJT	Within 2 weeks	1 hour	N/A	
Required/Mandatory Training Process; LMS-CP-4309					

Program Analyst					
EPRS	Classroom	Immediate	1 hour	As upgraded	
Credit Card	Classroom	Immediate	3 hours	N/A	
Electronic Computer Requesting System	OJT	Immediate	3 hours	N/A	
Basic Tasks for Resources Planning, Preparation, Execution, and Reporting	OJT	Within 2 weeks	8-16 hours	N/A	
Task Agreement System	OJT/Online Tutorial	Within 1 year as needed with budget cycle	30 minutes	N/A	
NF 533 (Contractor Financial Reporting)	OJT/SOLAR	Within 1 month	8 hours	N/A	
Overview of NPG 7120.5A	Classroom	Within 1 month	8 hours	As updated	
Understanding of Business Data System	OJT	Within 1 month	4 hours	As upgraded	
Risk Assessment	Classroom	Within First Year	1-5 days	N/A	
Project Management	Classroom	Within First Year	12 days	N/A	
Advanced Project Management	Classroom	Within First Year	12 days	N/A	
International Project Management	Classroom	Within 3 years	6 days	N/A	
General Budget Concepts & Principals	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Budget Preparation & Execution	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Program Management Control	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Appropriation Law	Classroom	Within 6 months	32 hours	N/A	
Federal Budget Process	OJT/Classroom	Within 6 months	8-40 hours	N/A	
Resources Management Automated Systems	OJT	Within 2 months	4-8 hours	N/A	

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Full Time Equivalents (OHR)	OJT	Within 1 month	24-48 hours	N/A	
COTR/Performance Based Contracting	Classroom	At earliest opportunity in class schedule	1 week	N/A	

Cost Estimator					
PRICE Software	Classroom	Within 6 months	5 days	N/A	
SEER Software	Classroom	Within 6 months	4 days	N/A	
NAFCOM	Classroom	Within 6 months	5 days	N/A	
Risk Assessment	Classroom	Immediate	1-5 days	N/A	
Project Management	Classroom	Immediate	12 days	N/A	
Advanced Project Management	Classroom	Immediate	12 days	N/A	

Cost Analysts					
Estimated Price Reports for Reimbursables Work	OJT	Within 2 weeks	24 hours	N/A	
Grass Roots Estimating (LaRC template)	OJT	Within 1 month	40 hours	N/A	

Aerospace Technologist					
Positive Technology Transfer	Video/classroom	Within 6 months	3 hours	N/A	

Multidisciplinary Optimization Branch Aerospace Technologist					
CFDLab Computer Environment	OJT	Immediate	1 hour	As required	

Aeroelasticity Branch Aerospace Technologist					
Aeroelastic Wind Tunnel Testing Training	OJT	First Year	40 hours	N/A	
Data Acquisition System Training	OJT	First Year	8 hours	N/A	
Oscillating Turn Table Training	OJT	First Year	8 hours	N/A	

Metrology Representative					
Metrology Process Management (LMS-CP-0506 & 0510)	OJT/Review with Ctr Metrology Mgr	Immediate	4 hours	N/A	

DAS Data Manager					
Local DAS Software	OJT/Review with supervisor	Immediate	16 hours	N/A	

Certified Test Engineer					
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Test Engineer Certification (ID'd in Facility Mgmt Plan, CMOL)	OJT, Facility Doc. & LAPG's	Immediate	6 mo-2 yrs	4 years	

Flight Systems Mechanical Designer					
Introduction to Pro-Engineering	Classroom/Self-paced course	First available course	40 hours	N/A	

Flight Systems Thermal Analyst					
Introduction to PATRAN	Classroom	First available course	40 hours	N/A	

Flight Systems Structural Analyst					
Introduction to PATRAN	Classroom	First available course	40 hours	N/A	
Introduction to NASTRAN	Classroom	First available course	40 hours	N/A	

Flight Systems Vibration/Modal Test Technician					
Vib Lab Shaker Operation	OJT	Within 6 months	40 hours	N/A	
M+P Course	Classroom	First available course	40 hours	N/A	
IDEAS Software Course	Classroom	First available course	40 hours	N/A	

Flight Systems Vibration/Modal Analyst					
Introduction to PATRAN	Classroom	First available course	40 hours	N/A	
Introduction to NASTRAN	Classroom	First available course	40 hours	N/A	
IDEAS Software Course	Classroom	First available course	40 hours	N/A	

Thermal/Vac Test Technician					
Vacuum Test/Safety Course	Classroom	First available course	40 hours	N/A	
Clean room Operation	OJT	Within 6 months	40 hours	N/A	
Thermal-Vac Chamber Operations	OJT	Within 6 months	40 hours	N/A	

EMC Test Engineer/Technician					
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EMC Test Chamber Operations	OJT	Within 6 months	40 hours	N/A	
Flight Systems Hardware Assembly/Integration Technicians					
Crane/Lift Safety	Classroom	First available course	40 hours	N/A	
Clean Room Operation	OJT	Within 6 months	40 hours	N/A	
Hardware Cleaning Techniques	OJT	Within 6 months	40 hours	N/A	
Flight Systems Fluid System Test Technician					
Pressure System Tech/Safety Course	Classroom	First available course	40 hours	N/A	
Pyro Engineer					
Pyro Safety	Classroom	First available course	40 hours	N/A	
Fabrication Engineering Technician					
Equipment Operations	OJT	Prior to use of equipment	6 months	N/A	
Fabrication Production Controller					
Electronic Purchase Request System	Classrom/OJT	Within 6 months	4 hours	N/A	
Work Order Control System	OJT	Within 6 months	8 hours	N/A	
Writing Statements of Work	Classroom/OJT	First available course	16 hours	N/A	
Estimating Jobs	Classroom/OJT	First available course	16 hours	N/A	
Fabrication Resource Control Specialist					
Fabrication Work Order Control System	Classroom/OJT	Immediate	2 hours	N/A	
Time & Attendance	Classroom/OJT	Immeidate	4 hours	N/A	
Fabrication Quality Assurance Specialist					
Precision Measurement Equipment Operations	OJT	First available course	6 months	N/A	
Quality Inspection/Status Stamp Training	OJT	First available course	2 hours	N/A	
Specialized Equipment Operators					

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Applicable equipment operations & safety considerations	Classroom/OJT	Prior to operating equipment	Up to 6 months	as needed	

Laboratory AST's/Technicians

Product Identification and Tracability Training	OJT	Immediate	30 minutes	N/A	
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Electromagnetics Research Branch

Reverberation Chamber, Theory & Practice	Classroom	First year	40 hours	N/A	
FAA High Intensity Radiated Fields Seminar	Classroom	First year	40 hours	N/A	
Far-Field, Anechoic Chamber, Compact & Near-Field Antenna Measurements	Classroom	First year	40 hours	N/A	
Near-Field Antenna Measurements & Microwave Holography	Classroom	First year	40 hours	N/A	

Aircraft/Avionics Technicians

General Aircraft Maintenance Manual (LMS-TD-0940)	OJT	Immediate	8 hours	As required	
Fire Extinguisher	Demonstration/Video	6 months	1 hour	1 year	
Hangar Deluge System	Presentation	Immediate	1 hour	1 year	
Foreign Object Debris	Presentation/Video	Immediate	30 minutes	1 year	
Material Safety Data Sheets	Presentation/Video	Immediate	1 hour	1 year	
Tool Control	Presentation/Video	Immediate	30 minutes	1 year	
Security Briefing	Presentation	Immediate	30 minutes	1 year	

Aircraft Technicians

Engine Run - Aircraft	OJT	First Year	1 hour	1 year practical/6-mon brief	
Towing - Aircraft	OJT	6 months	1 hour	1 year	
Fueling/Truck - Aircraft	OJT/Class	3 months	1 hour	1 year	
Jacking - Aircraft	OJT	3 months	2 hours	1 year	
LOX Service - Aircraft	OJT	3 months	2 hours	1 year	
Oxygen Service - Aircraft	OJT	3 months	2 hours	1 year	
Fork Lift	Class	6 months	8 hours	3 years	
Pyrotechnics	Class	First year	4 hours	18 months	
Compressors - Aircraft	OJT	3 months	1 hour	1 year	
Hydraulic Machines - Aircraft	OJT	3 months	1 hour	1 year	
Rectifiers - Aircraft	OJT	3 months	30 minutes	1 year	

Pilots

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Aircraft Type Rating for current LaRC A/C	Classroom	Upon Hire	Variable- depends on Aircraft type	As LaRC A/C types change	
B757 Recurrent	Classroom	At least annually	10 days	Varies by pilot	
BE-200 Recurrent	Classroom, in-house	At least annually	5 days	Varies by pilot	
Helicopter Emergency Procedures	Classroom	Biannually	5 days	September	
High Performance Proficiency Check	OJT	Annually	4 hours	Varies by pilot	
Instrument Ground School	Classroom	Annually	1 day	June	
Physicological Initial	Classroom	As necessary	5 days	Triennially	
Physicological Refresher	Classroom	5 years	1 day	Varies by pilot	
Water Survival	Classroom	Biannually	1 day	Varies by pilot	

Technology Transfer Specialist (Selected)					
Commercialization Tech or Intro to NASA Commercialiation	Classroom	First Year	40 hours	N/A	
Technology Marketing	Classroom	First Year	40 hours	N/A	
Intellectual Property Negotiation	Classroom	First Year	40 hours	N/A	
Technology Licensing	Classroom	First Year	40 hours	N/A	
Licensing Issues for Technology managers	Classroom	First Year	40 hours	N/A	
Advanced Licensing	Classroom	First Year	40 hours	N/A	

Small Business Partnership Team					
Overview of SBIR Program	Presentation by SBIR Prog Mgr	First Week	8 hours	N/A	

Center Export Administrator/Assistant Ctr Export Administrator					
Office of Defense Trade Controls	Classroom	Annually	2-3 days	Annual	
Bureau of Export Administration-Sponsored seminar	Classroom	Annually	2-3 days	Annual	
In-depth training on Export control rules, regs, policies	OJT	First 3 months	3 months	N/A	
Information Protection Advisor (IPA) Training	Classroom	Annually	8 hours	Annual	

Management Control Officer					
Read NPD 1200.1A, "Internal Management Controls and Audit Liaison and Follow-up"	OJT	Within 1 week	1 hour	As updated	
Read NPD 9800.1, "NASA Office of Inspector General Programs"	OJT	Within 1 week	30 minutes	As updated	
NASA Corrective Action Tracking System (CATS)	OJT	Within 1 week	2 hours	As updated	

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Supervisory Accountants					
Financial Management Manual (FMM)	OJT	Within 1 month	40 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	80 hours	N/A	
Statements of Federal Financial Accounting Standards	OJT & Classroom	Within 6 months	80 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	

Accountants					
Financial Management Manual (FMM)	OJT	Within 1 month	40 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	80 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	

Accounting Technicians					
Financial Management Manual (FMM)	OJT	Within 1 month	40 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	80 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	

Voucher Examiners					
Financial Management Manual (FMM)	OJT	Within 1 month	24 hours	As updated	
Financial Management System (FMS)	OJT	Within 1 month	40 hours	N/A	
Appropriation Law	Classroom	Within 3 months	32 hours	N/A	
LaRC Trip	OJT	Within 1 month	40 hours	N/A	
Electronic Certification System	OJT	Within 1 month	8 hours	N/A	
Invoice Payment System	OJT	Within 1 month	40 hours	N/A	
Prompt Payment Act	Classroom	Within 3 months	16 hours	As updated	

Payroll Clerks					
NASA Personnel/Payrool System (NPPS)	OJT	Within 1 month	16 hours	N/A	
Attendance and Leave (LAPD 3630.3)	OJT	Within 1 month	16 hours	As updated	
Time and Attendance Distribution System (TADS)	OJT	Within 1 month	16 hours	N/A	
Title 5 and Fair Labor Standards Act	Classroom	Within 3 months	40 hours	As updated	

Resources Management Supervisors					
General Budget Concepts and Principals	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
Budget Preparation and Execution	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	

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Program Management and Control	OJT	Within 1 year as needed with budget cycle	24-40 hours	N/A	
NPG 7120.5A	Classroom or Agency CD Review	Within 6 months	8-16 hours	N/A	
Appropriation Law	Classroom	Within 6 months	32 hours	N/A	
Federal Budget Process	OJT/Classroom	Within 6 months	8-40 hours	N/A	
Resources Management Automated Systems	OJT	Within 2 months	2 hours	As updated/new systems are introduced	

Agency Program Coordinator for Travel Card					
EAGLES	OJT	Within 1 month	8 hours	N/A	

Paralegals					
FOIA/Privacy Act	Classroom	Within 1 year	3-5 days	As needed to stay up-to-date	
Federal Tort Claims	Classroom	Within 1 year	3-5 days	As needed to stay up-to-date	
Procedure for Processing Garnishment/Subpoenas	OJT	Immediate	2-3 days	As the law changes	
Electronic Case Tracking (LTS)	Classroom	Immediate	1 day	As the program changes	
Lexis/WESTLAW	Classroom	Upon hiring	1 day	Annually/As needed	
Cyberfeds	Classroom	Immediate	1 day	As needed	
Internet	Classroom	Upon hiring	1 day	N/A	

Attorneys					
Fiscal Law	Classroom/OJT	Within 1 year	3-5 days	Annually/As needed to stay up-to-date	
Ethics	Classroom/OJT	Within 2 years	1-3 days	Every 1st or 2nd year/or as available to stay up-to-date	
Legal Research Techniques	Classroom	Upon hiring	1 day	As needed	
Personnel Law	Classroom	Within 1 year	3-5 days	Major change in law	
Cyberfeds	Classroom	Upon hiring	1-3 days	As needed	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Specialized Personnel Law Training	Classroom	Within 2nd or 3rd year	1-2 days	As needed	
Contract Law	Classroom	Within 1 year	1-2 weeks	Major change in law	
Specialized Contract Law Training	Classroom	Within 2nd or 3rd year	1 week	As needed to stay up-to-date	
Information Access Law	Classroom	Within 1st or 2nd year	3-5 days	As needed to stay up-to-date	
Environmental Law	Classroom	Within 1st or 2nd year	3-5 days	As needed	
Basic Export Control Law	Classroom	Within 1 year	2 days	Major change in law	
Export Control Law Update	Classroom	Within 1 year	3 days	As needed	

OSMA Employees					
OSMA's Annual Operating Agreement	OJT	Within 30 days of revision	2 hours	Annually	
LMS-CP-4750, CP-4751, CP-4753, CP-4754, CP-4756, CP-4892	OJT	Immediate	30 minutes each	N/A	
LAPG 5300.1, Space Product Assurance	OJT	Within 1 month	16 hours	N/A	
LMS-CP-4710, Configuration Management for Facilities	OJT	Immediate	30 minutes	N/A	
LMS-CP-4890, Construction and Change Assurance for High Risk Facilities	OJT	Immediate	30 minutes	N/A	
LaRC Safety Manual	OJT	Immediate	8 hours	N/A	
LaRC facility Assurance Manual	OJT	Immediate	6 hours	N/A	
LaRC Emergency Preparedness Plan	OJT	Immediate	4 hours	N/A	

OSEM Employees					
LAPD 8800.1, LaRC Environmental Compliance, Restoration, and Pollution Prevention Program	OJT	Immediate	30 minutes	N/A	
LAPG 8800.1, Environmental Program Manual	OJT	Immediate	30 minutes	N/A	
LMS-OP-480, 4807	OJT	Immediate	30 minutes each	N/A	
LMS-CP-4872, 4850	OJT	Immediate	30 minutes each	N/A	
LAPD 1600.3	OJT	Immediate	30 minutes	N/A	

Contract Specialists/Procurement Analysts					
Basic FAR and NFS Structure and location	OJT	Within 2 weeks	1 hour	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Purchase Request Form Content Review	OJT	Within 2 weeks	15 minutes	N/A	
Templates and Forms Review	OJT	Within 2 weeks	30 minutes	N/A	

Purchasing Agents					
Purchase Request Form Content Review	OJT	Within 2 weeks	15 minutes	N/A	
4-D System Review	OJT	Within 2 weeks	30 minutes	N/A	
Basic FAR and NFS Structure and location	OJT	Within 2 weeks	1 hour	N/A	
Purchase Order Administration	OJT	Within 2 weeks	30 minutes	N/A	
Use of Information Handling Service	OJT	Within 2 weeks	30 minutes	N/A	
Review of Internet Resources	OJT	Within 2 weeks	30 minutes	N/A	
Review of Templates and Forms	OJT	Within 2 weeks	30 minutes	N/A	
Review of FAR Parts 8, 12 and 13	OJT	Within 2 weeks	1 hour	N/A	

Contracting Officers					
CO Warrant Level 1, Certification Level III	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt			
CO Warrant Level 2, Certification Level III	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt			
CO Warrant Level 3, Certification Level II	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt			
CO Warrant Level 4, Certification Level I	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt			
CO Warrant Level 5, Certification Level I	IAW NASA Procurement Career Development Training Policy	Prior to warrant receipt			

Price Analysts					
Microsoft Excel - Basic	Classroom/CBT	Within 1 month	1-2 days	N/A	
Microsoft Excel - Intermediate	Classroom/CBT	Within 1 month	1-2 days	N/A	
Microsoft Excel - Advanced	Classroom/CBT	Within 1 month	1-2 days	N/A	
Review of FAR Parts 15, 30 and 1	OJT	Within 1 month	2 weeks	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Contract Specialist Training	OJT	Within 1 year	1 year	N/A	

Computer Specialists					
HTML Language	Classroom	Within 1 month	1-2 days	N/A	
Web-Based Systems	Classroom	Within 1 month	1-2 days	N/A	
Intro to Database Management	Classroom	At earliest opportunity	3 days	N/A	
Intro to Structured Query Language	Classroom	At earliest opportunity	3 days	N/A	
ERWin and BPWin	OJT	Within 4 months	2 days	N/A	
Intro to Informix and Oracle	Classroom	At earliest opportunity	5 days	N/A	
Intro to Process and Data Modeling	OJT	Within 3 months	2 days	N/A	
Data Delivery via the WEB	Classroom	At earliest opportunity	3 days	N/A	
Livelink Training	OJT	Immediate	2 hours	N/A	
CAP Tracs System Administration	OJT	Immediate	2 hours	N/A	
Software planning, development, acquisition, maintenance and operations	OJT	Immediate	30 minutes	N/A	
Software Configuration Management Planning for Low, High and Critical Control Software	OJT	Immediate	30 minutes	N/A	
Software Acquisition Planning	OJT	Immediate	30 minutes	N/A	
Requesting Access to Information Technology Resources	OJT	Immediate	30 minutes	N/A	
Managing and Processing LaRC Net	OJT	Immediate	30 minutes	N/A	
Contract Administration	OJT	Immediate	30 minutes	N/A	
Requests for Information Technology Products and Services	OJT	Immediate	30 minutes	N/A	
Development, Review and Maintenance of Web Sites in the LaRC Domain	OJT	Immediate	30 minutes	N/A	

Program Support Specialist					
Purchase Card Training	Classroom	Within 2 weeks	2 hours	N/A	
Eagles Training	Classroom	Within 2 weeks	8 hours	N/A	
BDSD Training	OJT	Within 2 weeks	1 hour	N/A	
HTML Language	Classroom	Within 6 months	16 hours	N/A	
Basic Procurement or Simplified Acquisition	Classroom	Within 2 years	4 wks or 2 wks	N/A	

OP Records Liaison Officer					
Review of NPT 1441.1	OJT	Within 3 months	4 hours	When NPG revised	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Review of LAPD 1440.6	OJT	Within 3 months	30 minutes	When LAPD revised	

Human Resource Specialists					
Basic Staffing and Placement	Classroom	Within 1 month	32 hours	N/A	
Basic Position Classification	Classroom	Within 2 months	32 hours	N/A	
Basic Employee Relations	OJT/Classroom	Immediate	32 hours	N/A	
Basic Labor Relations	Classroom	Within 1 month	32 hours	N/A	
Civil Service Retirement System (CSRS) Workshop	OJT/Classroom	Within 3 months	32 hours	N/A	
Federal Employees Retirement Systems (FERS) Workshop	OJT/Classroom	Within 3 months	32 hours	N/A	
Benefits Orientation	OJT/Classroom	Within 4 months	8 hours	N/A	
Basic Employee Development	OJT/Classroom	Within 6 months	32 hours	N/A	
Simplified Acquisitions Procedures	OJT	Immediate	32 hours	N/A	
Traning Instances Database	OJT	Within 6 months	24 hours	N/A	
Processing Personnel Actions	OJT/Classroom	Within 1 month	40 hours	N/A	
Calculating Service Computation Dates	Classroom	Within 1 month	16 hours	N/A	
Cooperative Education Program	OJT	Immediate	32 hours	N/A	

Human Resource Assistants					
FPPS system	OJT	Immediate	40 hours	N/A	
Processing Personnel Actions	OJT/Classroom	Within 1 month	40 hours	N/A	
Calculating Service Computation Dates	OJT/Classroom	Within 6 months	16 hours	N/A	
Basic Employee Development	OJT/Classroom	Within 6 months	32 hours	N/A	
Simplified Acquisitions Procedures	OJT	Immediate	32 hours	N/A	
Training Instances Database	OJT	Immediate	24 hours	N/A	
Electronic Purchase Request System	OJT	Immediate	16 hours	N/A	

Management Assistant					
NPPS System	OJT	Immediate	40 hours	As system is modified	
Processing Personnel Actions	OJT/Classroom	Within 1 month	40 hours	N/A	
Calculating Service Computation Dates	OJT/Classroom	Within 6 months	16 hours	N/A	

Equal Employment Specialist					
Intro to the Federal EEO Program	Classroom	Within 3 months	3 days	N/A	
Basic Equal Opportunity Counseling	Classroom	Within 3 months	3 days	N/A	
Constructive Conflict Resolution	Classroom	Within 3 months	3 days	N/A	
Special Emphasis Program Management Training	Classroom	Within 3 months	5 days	N/A	
Federal Equal Employment Opportunity Affirmative	Classroom	Within 3 months	5 days	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Preventing Sexual Harassment in the Federal Sector	Classroom	Within 6 months	3 days	N/A	
Managing a Multicultural Workforce	Classroom	Within 6 months	3 days	N/A	
Selective Placement of Persons with Disabilities	Classroom	Within 3 months	5 days	N/A	
Processing Discrimination Complaints	Classroom	Within 3 months	5 days	N/A	

Office of Education Specialist					
Cultural Awareness	Classroom	Within 1 year	4 hours	N/A	
Support Contractor Functions and Locations	OJT	Within 2 weeks	1 hour	N/A	
EDCATS	OJT	Within 2 weeks	1 week	N/A	
NASA Implementation Plan for Education	OJT	Within 2 weeks	1 week	N/A	

Group/Team Leads					
Team Leadership	Classroom/OJT	Immediate	1 week/6 months	N/A	
Resources Management	Classroom/OJT	Immediate	1-2 days/ 2 years	N/A	

Traffic Management Specialist					
Fleet Management	Classroom/OJT	Immediate	1 week/6 months N/A		
Hazardous Materials	Classroom	Immediate	2-3 days	Every 2 years	
Transportation management	OJT	Immediate	6 months	N/A	

Supply Systems Analyst					
Furniture Management	Classroom/OJT	Immediate	1 week/6 months	N/A	
Ergonomics	Classroom	Immediate	2 days	Every 2 years	

Support Services Specialist					
Basic Records Management	Classroom/OJT	Immediate	1 week/6 months N/A		
Managing Electronic Records	Classroom/OJT	Immediate	1 week/1 year	N/A	
Mail Management	Classroom/OJT	Immediate	1 week/6 months N/A		
Effective Mail Operations	Classroom/OJT	Immediate	1 week/6 months N/A		

Management Analyst					
Effective Directives Management	OJT	Immediate	6 months	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
IT Purchase Request Approval Process	OJT	Immediate	1 hour	N/A	
Management Resources/Analysis	Classroom	At earliest opportunity in class schedule	1 week	N/A	
Credit Card Approval Training	Classroom	At earliest opportunity in class schedule	2 hours	N/A	
CFO Course on NASA Funding Methodologies	Classroom	At earliest opportunity in class schedule	2 hours	N/A	

Property Management					
Property Utilization and Disposal	Classroom/OJT	Immediate	1 week/6 months	N/A	
Property Sales	Classroom/OJT	Immediate	2 weeks/6 months	N/A	

Industrial Property Specialist					
Contract Property Disposal	Classroom	Immediate	3 weeks	N/A	
Grant Management	OJT	Immediate	6 months	N/A	

Supply Systems Analyst					
Federal Supply Management	Classroom/OJT	Immediate	1 week/6 months	N/A	
Inventory Management	OJT	Immediate	6 months	N/A	
Requisitioning by FEDSTRIP	OJT	Immediate	1 month	N/A	
Equipment Management	OJT	Immediate	6 months	N/A	
Property Disposal	OJT	Immediate	6 months	N/A	

Organizational Unit designate for LMS Feedback in CAP Tracs					
Use of Corrective, Preventative and Improvement Action Tracking System	OJT	Immediate	30 mintues	N/A	

LMS Documentation Manager					
ISO 9001 Lead Auditor Training	Classroom	Within 6 months	36 hours	N/A	
Livelink Training	OJT	Immediate	2 hours	N/A	
LMS Document Control Procedures	OJT	Immediate	2 hours	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
LPS Document Developer					
Use of Flow Charter Software	OJT	Immediate	4 hours	N/A	
ISO 9001 Lead Auditor Training	Classroom	Within 6 months	36 hours	N/A	
Livelink Training	OJT	Immediate	2 hours	N/A	
LMS-CP-230	OJT	Immediate	30 minutes	N/A	

Information Protection Advisor					
Document Availability Authorization Criteria	OJT	Immediate	30 minutes	N/A	
Granting Foreign Nationals and Foreign Representatives Computer Accounts	OJT	Immediate	30 minutes	N/A	

Information Technology Security Representative					
Conducting a Risk Assessment and Preparing the IT Security Plan	OJT	Immediate	30 minutes	N/A	
Cleaning and Excess of Computer Hard Drives	OJT	Immediate	30 minutes	N/A	
Obtaining Network Services through the Center Firewall	OJT	Immediate	30 minutes	N/A	
Public Key Infrastructure procedures (awareness only)	OJT	Immediate	30 minutes	N/A	
Security of Information Technology	OJT	Immediate	30 minutes	N/A	

Internal Assessors (from other OU's)					
ISO 9001 Auditor Training + 8 hours practical experience with a trained lead assessor	Classroom/OJT	Within 6 months	24 hours	N/A	
Internal Assessment Process	OJT	Immediate	30 minutes	N/A	
Corrective, Preventive and Improvement Action Process	OJT	Immediate	30 minutes	N/A	

Lead Internal Assessors					
ISO 9001 Lead Auditor Training	Classroom	Immediate	36 hours	N/A	
Internal Assessment Process	OJT	Immediate	30 minutes	N/A	
Corrective, Preventive and Improvement Action Process	OJT	Immediate	30 minutes	N/A	

Internal Assessment Program Manager					
ISO 9001 Lead Auditor Training	Classroom	Immediate	36 hours	N/A	
Internal Assessment Process	OJT	Immediate	30 minutes	N/A	
Corrective, Preventive and Improvement Action Process	OJT	Immediate	30 minutes	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Facilitation of External Audit	OJT	Immediate	30 minutes	N/A	
Quarterly Management Review and Annual Performance Review	OJT	Immediate	30 minutes	N/A	

Forms Manager					
Informed Manager Software	Classroom/OJT	At earliest opportunity	3 days	N/A	

Photographic Technologists					
New Equipment Training	Classroom/OJT	At earliest opportunity	8 hours	N/A	

Photographer Laboratory					
Instrumentation Training	Classroom/OJT	At earliest opportunity	8 hours	N/A	
Waste Management Course	Classroom/OJT	At earliest opportunity	2 hours	N/A	

Reference Librarian					
Use of on-line databases	OJT	Within 6 months	Varies	N/A	
Familiarity with Library Collections	OJT	Within 6 months	6 months	N/A	
GALAXIE Library Management System	OJT	Within 6 months	6 months	N/A	

Cataloger					
GALAXIE Library Management System	OJT	Within 6 months	6 months	N/A	
Cataloging Formats	OJT	Within 6 months	7 months	N/A	

Photographer, Scientific & Technical					
Altitude Chamber Training	Langley Air Force	At earliest opportunity	2 days	Every 3 years	
EGRESS Training	Classroom/OJT	At earliest opportunity	4 hours	Annually	
Water Survival Training	Classroom/OJT	At earliest opportunity	1 day	Every 3 years	
Instrumentation Training	OJT	Immediate	5 days	N/A	

RIM Specialist					
WEB Publishing/HTML	Classroom/OT	At earliest opportunity	6 months	N/A	
Knowledge of LaRC Technical Reports Server	OJT	Immediate	6 months	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Use of RIM Database Applications	OJT	Immediate	6 months	N/A	
Multi-Operating systems Competence	Classroom/Self-study online	At earliest opportunity	6 months	N/A	

Technical Editor/Desktop Publisher					
Desktop Publishing Applications	Classroom/OJT	At earliest opportunity	2 days	N/A	

Visual Information Specialist					
Graphics Software and Hardware	Classroom/OJT	At earliest opportunity	2 days	As required	
Internet Technology and Design Standards	Classroom	At earliest opportunity	2 days	As required	
Knowledge of Marketing Methods and Techniques	Classroom	At earliest opportunity	1 day	As required	

Printing Specialist					
Government Printing and Binding Regulations	OJT	Immediate	1 day	As required	
Government Printing Office Procurement Procedures	Classroom	At earliest opportunity	1 day	N/A	
Graphics applications	Classroom/OJT	At earliest opportunity	2 days	As required	
Prepress, Press, and Bindery Processes	OJT	Immediate	1 week	As required	
Desktop Publishing	Classroom	At earliest opportunity	2 days	As required	
Scientific & Technical Information Program	OJT	Immediate	2 days	As required	
US Postal Office Regulations	OJT	Immediate	1 day	As required	

Audio-Visual specialist					
Audio-Visual Equipment, video production	OJT	Immediate	3 weeks	As required	
New Equipment Training	Classroom/OJT	At earliest opportunity	2 days	N/A	
Information Technology Business Case Manager					
Cost/Benefit Analysis	Classroom	At earliest opportunity	3 days	N/A	
COTR Training	Classroom	At earliest opportunity	2 weeks	N/A	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Resources Management	Classroom	At earliest opportunity	1 week	N/A	
Information Technology Trends	OJT	Immediate	6 months	N/A	

Computer Engineer					
Vendor specific (CISCO) courses on routers, switches	Classroom	At earliest opportunity	1 week	N/A	
TCP/IP Network Protocol Training	Classroom	At earliest opportunity	3 days	N/A	
Network Trouble Shooting	Classroom	At earliest opportunity	3 days	N/A	

Electronics Engineer					
Vendor specific (CISCO) courses on routers, switches	Classroom	At earliest opportunity	3 days	N/A	
Network cabling Systems	Classroom	At earliest opportunity	3 days	N/A	
Network Trouble Shooting	Classroom	At earliest opportunity	3 days	N/A	

Telecommunications Specialist					
telecommunications Fundamentals	Classroom	At earliest opportunity	3 days	N/A	
Networking Fundamentals	Classroom	At earliest opportunity	3 days	N/A	

Safety Training					
Laser Eye Safety Training	Class	Immediate	4 hours	N/A	
Non-Ionizing radiation	Class	6 months	8 hours	N/A	
Ionizing Radiation	Class	6 months	8 hours	N/A	
Hazardous Materials Trng (LAPG 1740.6)	Class	6 months	8 hours	Annual	
Cryogen Safety	Class	6 months	8 hours	N/A	
Safety Operator Training (LAPG 1740.6)	Classroom/OJT	When recommended by FSH/Supervisor	Per Standards	N/A	
Certified Operator Trng (LAPG 1740.7)	Classroom/OJT	When recommended by FSH/Supervisor	Per Standards	Per LAPG Standards	
Basic Principles of Radiation Safety & Emergency Procedures per LAPG 1740.6	Classroom	When recommended by FSH/Supervisor	Per Standards	Annual	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Hardware Handler Trng & Safety Cert. LAPG 1740.6	Classroom	When recommended by FSH/Supervisor	Per Standards	Annual	
Basic Principles of Nonionizing Radition Safety & Procedures per LAPG 1740.6	Classroom	When recommended by Supervisor	Per Standards	Annual	
Personnel Safety Certification (LAPG 1740.6)	Classroom/OJT	When recommended by FSH/Supervisor	Per Standards	1-4 years	
Safety Clearance Procedures (LAPG 1710.10)	OJT/Review with supervisor	Immediate	2 hours	N/A	
Building fire & evacuation plan	OJT/Review with Facility Safety Hd	Immediate	1 hour	N/A	
Material Safety Data Sheets	Presentation/Video	Immediate	1 hour	1 year	

Safety Operator					
Systems with 600 volts & above Certification	Classroom/OJT	Immediate		Every 4 years	
Systems below 600 volts Certification	Classroom/OJT	Immediate		Every 4 years	
Mechanical Systems Certification	Classroom/OJT	Immediate		Every 4 years	
Mechanical systems with limited electrical clearance (see LAPG 1710.10, Lockout/Tagout)	Classroom/OJT	Immediate		Every 4 years	
Vacuum systems/Pressure Systems above 125 psi Certification	Classroom/OJT	Immediate		Every 4 years	

Ionizing Radiation Worker					
LAPG 1710.5	OJT/Self-Study	Immediate	30 minutes	Annually	
Radiation & Radiation Hazards	Classroom	Immediate		Annually	
Principles of Radiation Safety	Classroom	Immediate		Annually	
Emergency Procedures	Classroom	Immediate		Annually	
Radiation Safety Procedures Relevant to Duties	OJT/Self-Study	Immediate		Annually	

Non-Ionizing Radiation Worker					
Non-Ionizing Radiation & its Hazards	Classroom	Immediate		Annually	
Basic Principles of Nonionizing Radiation Safety	Classroom	Immediate		Annually	
Federal Regulations & LAPG 1710.4	OJT/Self Study	Immediate	2 hours	Annually	
Emergency Procedures	Classroom	Immediate		Annually	
Radiation Safety Procedures Relevant to Duties	OJT/Self Study	Immediate		Annually	

Chemical Worker					
Toxic Chemicals and Basic Hazard Communication	Classroom/OJT	Immediate		Annually	
Toxic Chemical Monitoring	Classroom/OJT	Immediate		Annually	
Accident Investigation & Safety Planning	Classroom/OJT	Immediate		Annually	

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Training Required	Training Method	When Required	Duration	Renewal Date (If Applicable)	Supervisor Sign/Date Upon Completion
Flammable, Corrosive, and Reactive Chemicals	Classroom/OJT	Immediate		Annually	
Compressed Gases	Classroom/OJT	Immediate		Annually	
Cryogenic Liquids	Classroom/OJT	Immediate		Annually	
Fire Safety	Classroom/OJT	Immediate		Annually	
Storage	Classroom/OJT	Immediate		Annually	
Protective Equipment	Classroom/OJT	Immediate		Annually	
Ventilation Control Systems	Classroom/OJT	Immediate		Annually	

Pyrotechnic Worker					
Pyrotechnic Hardward Instruction	Classroom/OJT	Immediate	4 hours	Annually	
LAPG 1710.7, Using & Handling of Explosives & Pyrotechnics	OJT/Self-Study	Immediate	1 hour	Annually	
Required Mentoring	OJT	Immediate		N/A	